



Voices College-Bound Language Academies Dean of Culture

OVERVIEW:

Though 9 in 10 Latino young adults say a college degree is important for success in life, fewer than 15% age 25 or older hold a bachelor's degree. Voices College-Bound Language Academies exist to change that. Founded in 2006 by East San Jose native and National Board Certified Teacher Frances Teso, Voices is a public charter school network with a mission to prepare all students for the challenges of higher education through the context of an academically rigorous dual-language program. With the Voices dual-immersion model, students receive 80% of instruction in Spanish and 20% in English starting in kindergarten. The percentages shift by 10% per year until reaching 50:50 in third grade. As a result, every student, regardless of home language, graduates fully bicultural, bilingual and biliterate in English and Spanish. In 2016-17, Voices will operate three public charter schools: Voices-Franklin McKinley School District (K-8), Voices-Morgan Hill and Voices-Mt. Pleasant (both Transitional Kindergarten - 2nd, growing to Transitional Kindergarten - 8th). As we expand to serve more traditionally underserved students in Santa Clara County and surrounding counties, Voices seeks additional team members who share a commitment to its mission and believe joyful learning and world-class academic preparation are not mutually exclusive.

Our VISION:

All students graduating from Voices College-Bound Language Academies will possess the knowledge, skills and confidence to succeed in any career path they choose to pursue in life by mastering academic standards and subject matter. Students will be aware of the many positive possibilities for their future, and enjoy learning throughout their lives. They will be able to think critically by asking questions, especially when confronted with the status quo. Our students will have a sense of social responsibility to make their communities better.

The ROLE:

Voices is seeking a dynamic and passionate **Dean of Culture** to lead the school in furthering the college-bound model by building and maintaining a positive, conscientious, achievement-oriented student culture where students thrive. The **Dean of Culture** must demonstrate a strong desire to uphold a rigorous curriculum and have an unswayable belief that ALL students can achieve at high levels. This is an ideal role for a strong teacher or leader eager to build new systems, manage multiple projects and pilots, as well as serve as the thought-partner to the school principal. The role requires a creative and inspiring leader with high energy, excellent organizational abilities, experience developing teachers, and a keen eye for creating a space that is warm, inclusive, and expansive.



Essential Responsibilities of the Dean of School Culture include but are not limited to:

Establish and Cultivate a “Si Se Puede” Student Culture:

- Model respectful, professional relationships and promote Voices’ values and mission
- Serve as the first Dean of Culture; shape and evolve role responsibilities according to student and staff needs
- Create and manage school-wide activities that enhance student emotional well-being
- Fully immerse in local school community to understand family experiences, student needs, and education climate in region
- Refine and uphold a behavior management system for nearly 500 students with meaningful incentives to reward good behavior and with effective consequences to correct misbehaviors
- Execute decisions that are student-centered, that strive to provide fair and equitable treatment and consideration for all
- Develop and revise as needed in consult with the Principal, a student handbook and disciplinary policy and disseminate information about the school
- With the Principal, lead recognition and celebration events (e.g., for perfect attendance or academic achievement) and other school-wide student culture building activities
- Conduct regular school culture walkthroughs to maintain a high bar of excellence
- Serve as a thought-partner to the Principal
- Monitor and analyze discipline records; create new systems and structures to proactively address school’s areas of need
- Lead school-wide student culture initiatives, such as oversight of after school programs and the development of an enrichment strategy, which serve as part of Voices’ socio-emotional program
- Collaborate with the principal to implement a dynamic and distinct middle school student culture

Build a Strong Parent/Family Engagement Strategy:

- Develop and lead parent workshops, family and community service events and other school-wide culture-building initiatives
- Serve as liaison between parents, staff and students when managing student discipline issues and intervention plans
- Act as first line of communication to parents who have questions or appeals regarding discipline issues
- Motivate and organize parent involvement and foster strong school morale and academic achievement
- Meet regularly with teachers/assistant teachers to discuss school wide issues, trends, and upcoming events
- Provide students and their families with regular and timely information on classroom activities
- Maintain and prepare reports and records regarding students and classroom



matters as directed

- Disseminate information which may pertain to educational opportunities; student code of conduct; parent conferences; Parent/Teacher committee activities; student performances

Demonstrate Extraordinary Teacher Coaching and Support:

- Plan and lead professional development weekly meetings in collaboration with Principal
- Collaborate with the Student Services Manager to refine and maintain a behavior intervention process; includes monitoring and evaluating the effectiveness of the behavior intervention process and modify student plans as necessary to ensure maximum response to intervention
- Observe, identify, and cultivate areas of growth for Assistant Teachers (paraprofessionals) in order to build their capacity as future Dual-Immersion Teachers
- Support and coach 3-4 Teachers through weekly observations, frequent feedback sessions and follow-ups
- Actively train Teachers in developing clear and consistent classroom expectations and routines in alignment with Voices' mission, vision and evaluation methods
- Demonstrate leadership, public-speaking and project management skills needed to facilitate a group or project
- Create a sense of urgency and relentlessness within staff, resulting in a record of outstanding student achievement

Complete All Other Duties as Assigned

Qualifications and Desired Characteristics:

- Bilingual in Spanish
- Deep commitment to public education, social justice, efficacy and educational equity
- Commitment to work in an innovative, entrepreneurial and mission driven school environment
- Interest in providing only the highest quality educational, social and emotional experiences for students and their families
- Experience teaching/working with school demographic and culture
- Ability to lead within a fast-paced, dynamic, and rapidly-changing environment
- Minimum of three years of teaching experience with a record of high student achievement
- Successful classroom manager who firmly believes that a structured environment and high behavioral expectations for all students lead to student achievement
- Demonstrated success in encouraging parental engagement
- Excellent communication skills with diverse constituents (teachers, parents, children, board members)
- Experience in and/or understanding of the dual-immersion programs and/or charter



schools in California

- Proven ability to proactively lead by example, effectively manage adults, and seek out feedback
- Collaborative team player
- Possession of or willing to apply for a valid preliminary, clear credential or other credential authorizing service as a teacher issued by the California Commission on Teacher Credentialing
- Ability to work under pressure and in a fast-pace environment
- Excellent interpersonal skills, including the ability to listen and be responsive to colleagues, funders, administration, Board of Directors, and parents, etc.

WORKING CONDITIONS:

- Regular requirement to stand, sit, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, stoop, kneel and crouch
- Lift and carry objects weighing up to 50 lbs.
- Occasional exposure to blood, bodily fluids and tissue
- Occasional interaction with unruly children
- Occasional evening and or weekend work
- Occasional travel
- Willingness to be trained as needed

REPORTS DIRECTLY TO: Principal

SALARY: Voices provides a highly competitive salary with health, sick and retirement benefits

JOB TYPE: Full-Time, Exempt, At-Will

HIRING PROCESS: For more information, please contact Stephanie Castellanos at jobs@voicescharterschool.com

Voices College-Bound Language Academy is an equal opportunity employer.

It is the policy of VOICES to afford equal employment and advancement opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, ethnicity, ancestry, sex, sexual orientation, age, physical or mental disability, marital status, citizenship status, medical condition, or any other legally protected status.